

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 23, 2021 at 9:00 a.m. in Room 1H & I located on the first floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Kuehl, and Hilbert (by phone)**

**MEMBERS EXCUSED: Schmidt**

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Ed Somers, Executive Director/Administrator; Patti Hilker, County Treasurer; Wendy Gubin, Human Resources Assistant; John Siedschlag, Mechanic III – Lead; Becky Bell, Human Services and Health Director; Sheriff Dale Schmidt; Terra Mattheis, Child Support Director; Karen Gibson, County Clerk; David Ehlinger, Finance Director; Justin Reynolds, IT Director; William Ehlenbeck; Land Resources and Parks Director; Jim Wiersma, Sr. Social Worker Foster Care Coordinator; Megan TerBeest-Bilke, Foster Care Coordinator; Sara Oestreich, Social Worker-CPS; Dan Siegmann, Public.**

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present except Schmidt, who was excused.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. Siegmann distributed a document to each Committee member with a request to keep it in mind with the McGrath Study. Oestreich distributed and read a letter from eight (8) Social Worker I and IIs requesting grandfathering under the current progression requirements.

Motion by Greshay to approve the minutes of the open session minutes of the regular meeting on March 2, 2021. Second by Kuehl. Motion carried without negative vote.

Hinze stated that the Dodge County COVID 19 Plan was approved through March 31, 2021 with a review prior to determine if the plan would be extended. Hinze shared that the Wisconsin Counties Association (WCA) is working on a webinar on how the FFCRA extension affects counties and indicated that the policy can be reviewed when more information is available regarding the FFCRA extension.

Motion by Kuehl to extend the current Dodge County COVID Plan through May 31, 2021. Second by Greshay. Motion carried without negative vote.

Hinze stated that early in the pandemic 2020, step increases and progressions were frozen due to the unknown impact on the budget. Mielke proposed for discussion purposes only, a one-time “COVID thank you” payment of \$500 for full time employees and \$250 for part time employees employed as of 3/17/2021 and still employed as of 02/22/2021, with flexible parameters. Mielke provide estimated fiscal impact and proposed funding the payment through the 2021 operational budget of the respected departments. There were concerns expressed by some department heads that their 2021 operational budget would not be able to support the unbudgeted expenditure. Mielke stated that if there was support from the Committee to pursue additional information, the plan would be to propose the concept to Management Council tomorrow. There was a consensus from the Committee to continue gathering additional information regarding a one-time “COVID thank you” payment. Hinze explained how employees move from one level to the next under the current progressions and stated that progressions were also frozen with the step increases in 2020. Hinze indicated that after discussions with affected departments, the idea has been presented to implement the frozen eligible progression on June 30, 2021 for any employee who would have received a progression in 2020 and 2021. It was the consensus of the Committee members to move forward with this suggestion.

Hinze referred to the Performance Management Policy noting that the policy is on hold for 2021 and requested clarification as it relates to new hires and step increases after six (6) months after the implementation of the new compensation schedule. Hinze proposed that the new hire six (6) month increase be put on hold and addressed in the new performance management policy which will be part of the finished performance review project.

Motion by Greshay to place the Performance Management Policy on hold including the new hire six (6) month increases until a new policy is considered and approved. Second by Hilbert. Motion carried without negative vote.

Hinze presented consideration for employees currently in Senior Social Worker positions be grandfathered with the new Compensation Structure and remain Senior Social Workers. Bell also supported the recommendation. There was discussion regarding progressions and the Social Worker levels. Hinze recommended holding on the decision regarding the McGrath recommendations related to Social Worker Levels. Hinze made the suggestion to invite McGrath to a future meeting to explain the rationale for their recommendation. The Committee was in support of grandfathering the Senior Social Workers.

Motion by Hilbert to postpone for one month the consideration for grandfather status for Senior Social Workers under the new compensation structure. Second by Greshay. Motion carried without negative vote.

Hinze reviewed the revisions made to the Worker's Compensation Policy #225.

Motion by Kuehl to approve revisions to Policy #225 – Worker's Compensation. Second by Greshay. Motion carried without negative vote.

Hinze provided an update of the job description project and reviewed the entire appeal process timeline noting that appeals are due to the Department Heads by March 26<sup>th</sup> and McGrath will finalize the appeals by May 7<sup>th</sup>.

Hinze updated the Committee on the Performance Review Project indicating that final draft forms were provided in the meeting packet. Hinze stated that she will be working with Information Technology to develop the forms in Kronos noting that the forms in Kronos may not have the same look as the paper copy but the goal is ensure all of the components are in Kronos. Hinze requested a consensus on continuing with the Kronos setup and if there are issues the Committee will be notified. Hinze stated that the Performance Reviews will be presented to the Committee for final approval once they are finalized in Kronos. It was the consensus of the Committee to move forward with designing the Performance Review Forms in Kronos.

Hinze referenced the draft Paid Time Off (PTO) policy sent to the Committee. Hinze read the draft policy noting that all parts of the policy were open discussion and highlighting specific areas that would require special consideration. There was discussion regarding the policy components and a list of questions was developed for further discussion. Hinze stated that the cost analysis along with the list of questions to consider will be presented at the next Committee meeting.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Social Worker I, II or Senior- CPS Ongoing	Human Services & Health
One (1) Account Clerk III	Human Services & Health
One (1) RN- Public Health	Human Services & Health
One (1) LTE Contact Tracer Coordinator	Human Services & Health
Nine (9) LTE Contact Tracer I, II, and II (Pool)	Human Services & Health
Four (4) Tactical Emergency Medical Support Officer (Pool Position)	Sheriff
One (1) Deputy Sheriff	Sheriff
One (1) Document Scan Clerk	Child Support

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Motion by Greshay to approve the Personnel Requisitions as presented. Second by Kuehl. Motion carried without negative vote.

Mindemann presented a Medical Leave of Absence for consideration for an employee with Human Services and Health Department not eligible for Federal and State Family and Medical Leave for a continuous leave from 03/29/2021 through 05/09/2021. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: None. APPOINTED OFFICIAL/COUNTY BOARD: None. NEW HIRE – FULL TIME: Brandon Justmann, Highway Maintenance Technician, \$21.18, 03/22/2021, Highway. NEW HIRE – PART TIME: None. LIMITED TERM/SEASONAL NEW HIRE: None. LIMITED TERM/SEASONAL REHIRE: None. LIMITED TERM/SEASONAL EXTENSION: None. RECLASSIFICATION: None. LATERAL TRANSFER: Colleen Akin, Customer Service Support Specialist LTE, \$14.73, 03/16/2021, Human Services and Health; Kristina Keith, Chief Deputy, Treasurer, \$23.10, 02/22/2021, Treasurer PROMOTION: Adam Persha, Diesel/Heavy Equipment Mechanic –Lead, \$27.64, 02/24/2021, Highway. STATUS CHANGE PT to FT: None. TEMPORARY ASSIGNMENT: None.

The Committee reviewed the Orientation Period Reports.


### **HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze and Gubin presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report
- c) Hinze stated that M3 is conducting a free audit of the Deferred Compensation Plans and PEHP Plan to review fees, fund investments and performance. Hinze was hopeful to have a report next month.

Future Agenda Items: Job Description Project, Performance Management Project, Paid Time Off (PTO), Joint Meeting with Finance in May or June for 2022 Budget Planning.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, April 6, 2021 at 9:00 a.m. and Wednesday, April 21, 2021 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:25 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.